

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, JULY 15, 2014
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

The July 15, 2014 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 6:00 PM.

Present: Village President Dave Lienau and Trustees Pam Abshire, Scott Baker, John Clove, Shane Solomon and Nora Zacek. Pat Duffy arrived at 6:02 P.M.

Staff Members: Village Administrator Zeke Jackson and Janal Suppanz, Administrative Assistant.

Others: Laddie Chapman, and Greg Colthurst and Krista Lutzke of the Door County Soil & Water Department.

Approval of minutes as published:

As to the minutes for the June 17, 2014 meeting of the Village Board:

A motion was made by Solomon, seconded by Clove to approve the minutes for the June 17, 2014 meeting of the Village Board as presented. Motion carried - All ayes.

Comments and Correspondence

Lienau asked if anyone wished to address a non-agenda item. No one responded.

New Village Board Business

Item No. 1. Presentation by Greg Coulthurst of the Door County Soil & Water Department regarding Phragmites eradication efforts:

Greg Coulthurst and Krista Lutzke of the Door County Soil & Water Department indicated that they and their co-workers are currently focusing on eradication of Phragmites. Phragmites are a very aggressive invasive species and typically exceed 10' in height. A County-wide Phragmites inventory has been taken, and unfortunately a few plants were found in Sister Bay. The determination was made that County-wide eradication efforts will be required, and to date there has been a 95% success rate in the areas which were treated, but follow-up treatments will be required. DNR grant funds were obtained for the treatment efforts, but only environmentally sensitive areas were approved for treatment. Therefore, Door County officials initiated their own eradication program. Since funds are limited Coulthurst and Lutzke are asking that all the municipalities in Door County as well as affected property owners support and endorse the Phragmites eradication program. Informational letters will be sent to Door County residents and property owners in the near future.

It was the consensus that Coulthurst and Lutzke's request shall be referred to the Finance Committee.

Item No. 2. Consider a motion to discuss and act on a recommendation from the Plan Commission to amend the fee schedule for zoning and development fees:

At its June meeting the Plan Commission recommended that some zoning and development fees be adjusted. The amendment would support the Village's public policy agenda and would favor non-profit organizations. Further, no fees would be required for replacement signs. In theory this would incentivize businesses to upgrade/replace signs more frequently. The Village President and Administrator have been given authority to approve most signs, so the approval

1 process has been streamlined considerably.

2
3 *A motion was made by Duffy, seconded by Baker that the Village Board accepts the*
4 *recommendation of the Plan Commission and approves the revised Zoning and Development*
5 *Fee Schedule for the Village of Sister Bay which was included in the meeting packets as*
6 *presented. Motion carried – All ayes.*
7

8 **Item No. 3. Consider a motion to discuss and act on a recommendation of the Plan**
9 **Commission to approve a final plat for Stony Ridge Subdivision:**

10 The Plan Commission has recommended that the subdivision plat for Stony Ridge which was
11 included in the meeting packets be approved. The proposed development includes 24
12 apartments, 16 condo units, 13 single family homes and conditional use on-site storage.
13

14 *A motion was made by Clove, seconded by Abshire that the Village Board accepts the*
15 *recommendation of the Plan Commission and approves the subdivision plat for Stony Ridge*
16 *which was reviewed at this meeting as presented.*
17

18 During discussion concerns were voiced about the fact that there is potential for the storage
19 units to be utilized by persons who do not live in the development, and it was the consensus
20 that there shall be a provision in the Development Agreement which states that the units may
21 only be used by Stony Ridge residents.
22

23 *A vote was taken on the previously mentioned motion and it carried – All ayes.*
24 .

25 **Item No. 4. Consider a motion to pass and adopt Resolution No. 289, authorizing the**
26 **appointment of Special Voter Registration Deputies:**

27 Wis. Stats., §6.55(2) states that voter registration must be performed by Special Registration
28 Deputies appointed by the Municipal Clerk. The County Clerk has recommended that all the
29 municipalities in Door County pass an applicable Resolution.
30

31 *A motion was made by Lienau, seconded by Abshire that the Village Board passes and adopts*
32 *Resolution No. 289, authorizing the appointment of Special Voter Registration Deputies, as*
33 *presented. Motion carried – All ayes.*
34

35 **Item No. 5. Consider a motion to accept the resignation of Trustee Pam Abshire:**

36 Unfortunately Pam Abshire has found it necessary to resign from the Village Board as she has
37 gotten a different job and will be moving out of the area.
38

39 *A motion was made by Abshire, seconded by Solomon that the Village Board accepts Pam*
40 *Abshire's resignation from the Village Board. Motion carried – All ayes.*
41

42 The Board members indicated that Abshire will be missed and thanked her for all her
43 assistance.
44

45 **Item No. 6. Consider a motion to confirm and appoint President Lienau's nomination of a**
46 **qualified citizen to fill Pam Abshire's vacant seat on the Village Board for the remainder of**
47 **her unexpired term and serve on various Village committees:**

48 Lienau indicated that he will not be nominating anyone to fill Pam Abshire's vacant seat on the
49 Village Board yet, but anticipates that someone will be nominated at next month's Village
50 Board Meeting. If anyone is interested in filling the vacancy they should contact him.
51

Item No. 7. Consider a motion to pass and adopt Resolution No. 290 – An Expression of Thanks and Appreciation to Pam Abshire for her service to the Village:

A draft of a Resolution thanking and recognizing Pam Abshire for all her service to the Village was included in the in the meeting packets and Lienau read that Resolution aloud. He also presented a plaque to her.

A motion was made by Clove, seconded by Baker that the Village Board passes and adopts Resolution No. 290 – An Expression of Thanks and Appreciation to Pam Abshire for her service to the Village. Motion carried – All ayes.

Item No. 8. Consider a motion to pass and adopt Resolution No. 291 – An Expression of Thanks and Appreciation to Donna Scattergood for her service to the Village:

A draft of a Resolution thanking and recognizing Donna Scattergood for all her service to the Village was also included in the meeting packets, and Lienau read that Resolution aloud. He also presented a plaque to her.

A motion was made by Clove, seconded by Baker that the Village Board passes and adopts Resolution No. 291 – An Expression of Thanks and Appreciation to Donna Scattergood for her service to the Village, as presented. Motion carried – All ayes.

Item No. 9. Report on County activities from the County Supervisor, Dave Lienau:

Lienau gave the following oral report:

- The County's 2015 budget process has commenced. Highway maintenance is always a very costly item which must be taken into consideration at budget time. A few years ago the County Board approved a tower project and that will also be quite costly. County-wide installation of fiber optic lines is being considered and the County Board will be addressing that issue in the near future.*

Item No. 10. Review of the financial statements and consideration of a motion to approve the monthly bills:

Payment Approval Reports for the period June 19, 2014 through July 15, 2014 were included in the meeting packets, and the Board members jointly reviewed those documents.

A motion was made by Abshire, seconded by Zacek that the monthly bills depicted on the reports which were included in the meeting packets totaling \$1,014,044.60 are all approved.

During discussion Clove voiced concerns about how costly the Village's flowers were this year. It was the consensus that this issue shall be referred to the Parks Committee.

Jackson indicated that he wanted to publicly thank the Door County Highway Commissioner, John Kolodziej, for ensuring that budgetary constraints were met when work was done on Village road repairs.

A vote was taken on the previously mentioned motion and it carried – All ayes.

Item No. 16. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:

It was the consensus that from now on the digital meeting packet materials shall be displayed on the large screen at the front of the meeting room. It was also the consensus that the following issues shall be placed on a future agenda or referred to committee, official or employee:

- *Coulthurst and Lutzke's request for funding for Door County's Phragmites Eradication Program shall be referred to the Finance Committee.*
- *The Parks Committee shall be asked to evaluate the costs associated with flower bed planting and maintenance.*
- *There is currently a provision in the Municipal Code that there is a limit on the number of delivery trucks which can frequent residences in the Village. Since this is "the age of on-line shopping" this regulation no longer makes sense. This issue shall be referred to the Plan Commission.*
- *Solomon believes the condition on liquor licenses issued in the Village which states that licensees must see that the licensed premise is kept free of weeds is excessive. This issue was referred to the Parks Committee.*
- *Jackson was asked to see that the parking lot and grounds around the Maintenance Building be maintained better as they are becoming quite unsightly.*
- *Discussion regarding the possibility of allowing wind turbines in the Village shall be referred to the Plan Commission.*
- *Complaints have been received that some properties in the Village do not satisfy the mowing standards delineated in the Municipal Code. Lieanu will discuss this issue with Jackson.*

Committee Reports:

(1) Administrative Committee/Public Relations Committee

The Administrative Committee has not met.

(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee

The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee will be meeting tomorrow.

(3) Communication and Technology Committee

The Communication and Technology Committee has not met recently. Next week the employees from the County's I.T. Department will be coming up to do some work on the server and will be discussing operational issues with Jackson.

(4) Door County Coastal Byways Commission

No action based on the minutes which were included in the meeting packets. A check for approximately \$5,000 was received from the Coastal Byways Commission.

(5) DCEDC

The regular monthly meeting of the DCEDC was conducted yesterday. A couple vacancies on the Board were filled.

(6) Economic Development Committee

The Economic Development Committee has not met recently.

(7) Finance Committee

The Finance Committee will be meeting at 2:30 P.M. on July 23, 2014. Duffy noted that he will not be able to attend that meeting.

(8) Fire Board and Fire District Exploratory Committee:

Neither the Fire Board nor the Fire District Exploratory Committee have met recently.

(9) Historical Society

The Historical Society has not met recently. A State Archaeologist recently did a dig in the park and found some interesting artifacts.

(10) Library Commission

No action based on the minutes which were included in the meeting packets. The Garden Dedication Ceremony was well attended and was very nice.

(11) Marina Committee and Marina Fest Committee:

The Marina Committee met on July 10, 2014 but those minutes have not been completed yet. The Marina Fest Committee met last night and those minutes have likewise not been completed yet. The next Marina Fest Committee Meeting has been scheduled for August 7, 2014 at 7:00 P.M. The Marina building is being painted as time permits and it looks very nice.

Lienau noted that there appears to be a misunderstanding regarding how much money is actually budgeted for Marina Fest. There have been statements made that \$8,500 has been budgeted for that event, but that is not correct. In reality between \$14,000 and \$16,000 has always been budgeted for Marina Fest, but that amount is typically offset by donations.

(12) Parks

No action based on the minutes which were included in the meeting packets. The new pavilion looks very nice.

(13) Personnel Committee

The Personnel Committee has not met recently.

(14) Plan Commission

No action based on the minutes which were included in the meeting packets.

(15) SBAA

No action based on the minutes which were included in the meeting packets. Due to the lack of a quorum no SBAA meeting was conducted in July, but an informal "brainstorming" session took place and several good suggestions were made.

A quarterly financial report for the SBAA was included in the meeting packets and the Board members jointly reviewed that document.

A motion was made by Clove, seconded by Zacek that the quarterly support for the SBAA shall be released ASAP. Motion carried – All ayes.

(16) Teen Center

The Teen Center Board has not met recently.

(17) Tourism Zone Commission

No action based on the minutes which included in the meeting packets.

(18) Utilities – WWTP and Water, Wastewater Collection, and Storm Sewer Committees

No action based on the minutes which were included in the meeting packets.

(19) Administration/Compensation Oversight

No action based on the minutes which were included in the meeting packets.

1 **(20) Waterfront Oversight**

2 The Waterfront Oversight Committee has not met recently.

3
4 **Adjournment:**

5 *A motion was made by Abshire, seconded by Baker to adjourn the meeting of the Board of*
6 *Trustees at 7:52 P.M. Motion carried – All ayes,*

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8
9 Respectfully submitted,

10 

11 Janal Suppanz,
12 Administrative Assistant
13